

Children's Ministry Director
Castle Hills Christian Church
6209 West Avenue, San Antonio, TX 78213

JOB DESCRIPTION AND RESPONSIBILITIES

The Children's Ministry Director is responsible for the development and implementation of the vision, strategic and operational elements for all programs, activities and educational aspects related to Children's Ministry at CHCC for children from birth through completion of fifth grade.

COMPETENCIES & EXPECTATIONS

- A growing relationship with God, evidenced by action, attitude and behavior
- Passion for ministering to children, along with their families, and for helping them to grow in their faith
- Ability to fully embrace the doctrine, mission and values of CHCC, including a passion for evangelism and outreach
- Ability to cast and impart a vision for the Children's ministry
- A heart for the city, including a desire to embrace diverse cultures and people with a wide range of socio-economic and religious backgrounds
- Ability to understand and to keep current on issues related to safety and security resulting in the implementation of associated strategies and safeguards
- An understanding of the stages of child development
- Leadership skills utilizing a cooperative, collaborative team leadership style
- Strong interpersonal skills with the ability to maintain healthy and motivating relationships with supervisor, coworkers, volunteers and parents
- Ability to use appropriate judgment, discretion, sensitivity and confidentiality
- Ability to embrace innovation and creativity while adapting to growth and change
- A teachable attitude
- Reliability, trustworthiness, self-motivation and excellence in communication
- Professionalism
- Organizational skills

ESSENTIAL JOB FUNCTIONS

- Lead in the development and implementation of the vision for Children's Ministry in collaboration with church staff and Elders.
- Recruit, train, equip and oversee a team of volunteers.
- Oversee all programming and ministry for children ages birth through fifth grade, including Sunday mornings, Sunday nights, summer camps, VBS, Mother's Day Out and special events.
- Develop processes necessary for effective Children's Ministry operations (e.g., building and leading volunteer teams, creating volunteer schedules, maintaining teacher and Mother's Day Out supplies and resources).
- Oversee the selection and implementation of curriculum.

- Manage and maintain all classroom environments within the Children's Ministry, ensuring a welcoming environment to children and parents.
- Maintain oversight of Children's Ministry budget.
- Develop communication plans to keep staff, volunteers, other ministries, and parents informed.
- Create and manage Children's Ministry policies, with a strong focus on risk-management, and ensure that procedures are followed.
- Build relationships with children and families through involvement both in and out of church.
- Include and engage with children who have special needs and/or behavioral or social issues.
- Prepare a plan to transition children into youth ministry.
- Demonstrate flexibility, including a desire to serve in other leadership roles or other areas of ministry as needed and/or gifted.
- Attend staff and Elders' meetings.
- Regularly evaluate procedures, programs and events.

EDUCATION & EXPERIENCE

- Bachelor's degree preferred
- Teaching experience with children required
- Administration experience preferred
- Restoration Movement background preferred
- Bilingual (English and Spanish) is a plus

Children's Minister Questionnaire

Candidate name: _____ Date: _____

1. What is your vision for children's ministry?
2. Why do you feel children's ministry is important, and what attracted you to children's ministry?
3. Describe your leadership style.
4. What gifts and talents do you have that can be used outside of children's ministry at CHCC?
5. How do you see the role of volunteers in children's ministry?
6. What is your personality type? (If applicable, refer to any personality test of which you know the results, and/or list your personality qualities, such as analytical, creative, outgoing, detail-oriented, etc.)